



**Mandate:** Price postings are required by RCW 66.28.180 and WAC's 314-20-100, 314-20-105, 314-24-190 and 314-24-200. **Any filing not in compliance with these regulations may be rejected by the Board. No late filings will be accepted to correct items which were not filed in accordance with these guidelines.**

Every brewery, winery, certificate of approval holder, beer/wine importer and beer/wine distributor (suppliers) shall file with the Washington State Liquor Control Board (WSLCB) a copy of every written contract and memorandum of oral agreement such supplier may have with any beer or wine distributor. The contracts or memoranda shall contain a schedule of prices charged to distributors for all items and all terms of sale, including all regular and special discounts; all advertising, sales and trade allowances and incentive programs and all commissions, bonuses or gifts and any and all other discounts or allowances.

Product prices and allowances shall be filed on this form, or a reasonable facsimile thereof. All other information shall be filed on licensee letterhead.

Prices and allowances must be uniform to all distributors on a statewide basis less bona fide allowances for freight differentials.

All pricing and allowances are filed **per case**. Case size is identified by the product code. **Quantity discounts are prohibited.**

**Identify licensee submitting posting:**

Use the primary tradename and location address to identify your company. Include the name and phone number of the person to contact regarding this price filing.

**Multiple license locations:**

Licensees with more than one licensed location must submit a separate price schedule for each location.

**Filing Type:**

**Manufacturer** type to be filed by breweries and/or wineries filing prices to Washington importers/distributors.

**Subjobber** type to be filed by Washington importers and/or distributors filing prices to distributors.

**Filing Period:**

Supplier filings must be postmarked no later than the 25<sup>th</sup> of the month and will go into effect the first day of the **second** month following the deadline. Revisions postmarked by the 1<sup>st</sup> of the month will go into effect the first of the **next** month.

**Date Effective** is determined by filing date (see above).

The filing period is the same for all prices, deposits and allowances as well as adding and deleting products.

**Effective Period:**

The regular selling price stays in effect until a change is submitted and approved.

Post-off prices and all types of allowances are **effective for one month only** and must be refilled for each month in effect.

**Malt Beverage Tax:**

The supplier posted price on malt beverages **must include the Washington State excise tax.**

**Wine Tax:**

Washington wineries, out-of-state wine certificate of approval holders and Washington wine importers that do not hold a wine distributor license **shall not** include the excise tax in the posted price. Wine distributors filing prices to other wine distributors **must include the Washington State excise tax** in the posted price.

**Action Code:**

“**A**” if this product is being **added** to your catalog

“**D**” if this product is being **deleted** from your catalog

“**P**” if posting a **change** to an item already in your catalog

**WSLCB Product Code:**

Identifies the product you are posting. The product code is assigned by the WSLCB at time of label approval and identifies a specific product and package. Items may not be posted until the product code is assigned by the Board.

**Supplier License No:**

**Manufacturers** must leave this field blank since you are filing product of your own production.

**Subjobbers:** This column must show the WSLCB license number of the company from which the product was purchased.

Subjobbers filing foreign produced products purchased from a source outside of Washington State must show their own license number in this column.

**FOB/DEL:**

Indicate if posted prices are Freight on Board (FOB, importer/distributor pays freight) or Delivered (DEL, freight cost is included in posted price).

**Additional FOB points** – The FOB location is assumed to be the supplier’s licensed location. If otherwise, or additional FOB points also apply, state in space provided near bottom of form.

**Post-Off Price:**

A temporary price reduction at which product will be invoiced for one month only, superseding the regular selling price.

**Regular Selling Price:**

This is the price invoiced to Washington importers/distributors. The regular selling price must always be indicated on the posting regardless of the action code.

***Note: For Manufacturer filings only, regular and post-off prices must be at least ten percent more than acquisition/production cost.***

**Allowances:**

**In addition to this form**, details of all allowances as presented to Washington importers/distributors must be submitted to the Board within the above filing period.

Allowances are filed on a monthly basis and must be refiled for each month in effect.

**Purchase Allowance:**

A per case allowance reimbursed or credited to Washington distributors by the supplier for each case of product **purchased** within a particular month.

**Flat Depletion Allowance:**

A per case allowance reimbursed or credited to Washington distributors by the supplier for each case of product **sold to retailers** within a particular month.

**Percentage Depletion Allowance:**

Same as the Flat Depletion Allowance, except the amount of the allowance is based on the amount the distributor decreases the selling price to retailers for every case sold within a particular month. A percentage of this decrease is returned to the distributor up the maximum allowance amount stated.

For example a supplier may reimburse the distributor 50% of the distributors' price reduction to retailers up to a maximum amount of \$1.00. \$1.00 would be entered in the Maximum Allowance Amount column, 50 would be entered in the Percentage column.